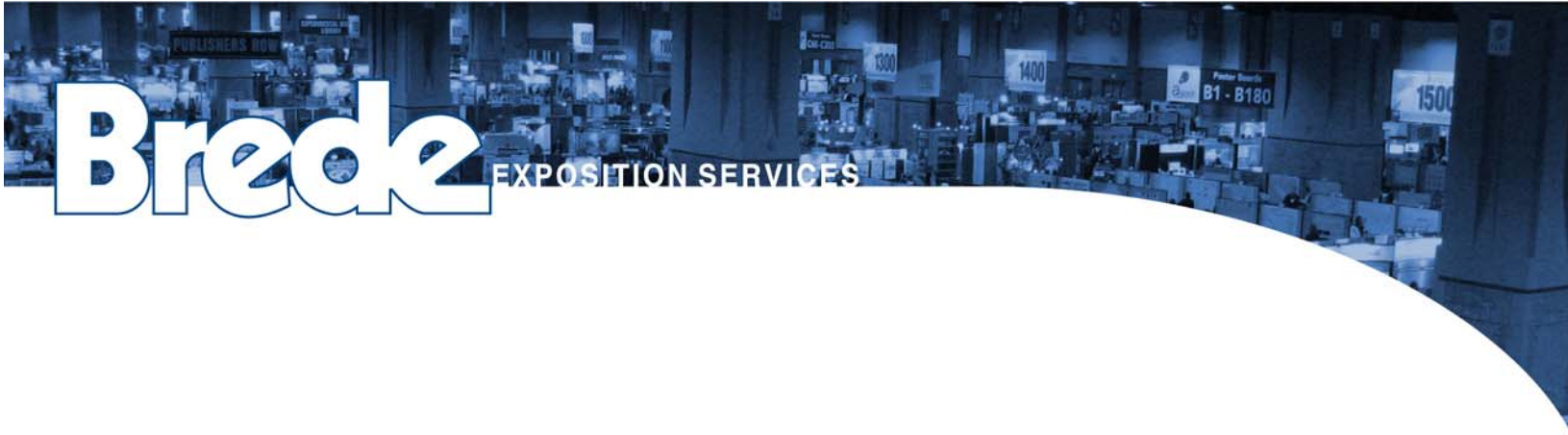


Association of Biomolecular Resource Facilities 2015
America's Convention Center
St. Louis, MO
March 28-31, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *Association of Biomolecular Resource Facilities 2015.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Association of Biomolecular Resource Facilities 2015 Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Brede Customer Service

- *301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Timothy Thoms-Cappello
- 202.367.2452
- tthomscappello@courtesyassoc.com

Booths

Each 10' booth includes:

- 8' high back drape– Blue and Teal
- 3' high side drape– Blue
- (1) one-line booth ID sign with booth number
- Aisle Carpet Color: Blue Jay (Blue and Black speckle)

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: March 20, 2015

TO: Exhibiting Company Name and Booth #

FOR: Association of Biomolecular Resource Facilities 2015
Brede Exposition Services
c/o YRC
400 Barton St.
St. Louis, MO 63104

Direct to Show Site

Do not deliver prior to: March 27, 2015

TO: Exhibiting Company Name and Booth #

FOR: Association of Biomolecular Resource Facilities 2015
c/o Brede Exposition Services
America's Convention Center
701 Convention Plaza
St. Louis, MO 63101

Exhibitor Schedule

Exhibitor Move-in:	Friday	March 27	9:00 AM	—	5:00 PM
	Saturday	March 28	9:00 AM	—	3:00 PM
Show Hours:	Saturday	March 28	6:00 PM	—	8:00 PM
	Sunday	March 29	10:00 AM	—	5:00 PM
	Monday	March 30	10:00 AM	—	5:00 PM
	Tuesday	March 31	10:00 AM	—	3:00 PM
Exhibitor Move-out:	Tuesday	March 31	3:00 PM	—	9:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 7:00 PM on March 31, 2015.

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone 301.937.8600

Show Details

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	March 13, 2015
Brede standard exhibits rentals	March 13, 2015
Brede custom exhibits rentals	February 27, 2015
Labor orders	March 13, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	March 20, 2015
Shipments to show site to arrive no sooner than:	March 27, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Order Summary

Carpet	$	
Tables & Accessories	$	
Brede Rental Exhibits	$	
Material Handling	$	
Labor	$	
Forklift	$	
Hanging Sign	$	
Booth Cleaning	$	
Graphics	$	
Total Due	$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Brede Job #
503-304

Our Federal ID #
52-1248980

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include Association of Biomolecular Resource Facilities 2015 and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Order Summary / Payment Method

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | | |

Exhibiting Company _____

Booth Number _____

Credit Card Authorization

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.**

Find more on Brede.com

☐ We are providing our own carpet. *Please select shipment method:*

☐ Advance Warehouse ☐ Direct to Show Site

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 157.50	$ 204.75	$ _____
_____	20' Carpet		$ 315.00	$ 409.50	$ _____
_____	30' Carpet		$ 472.50	$ 614.25	$ _____
_____	40' Carpet		$ 630.00	$ 819.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 3.75 *per sq. ft.*	$ 5.00 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ .96 *per sq. ft.*	$ 1.25 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .30 *per sq. ft.*	$ .40 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Burgundy ☐ Navy ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 4.75 *per sq. ft.*	$ 6.25 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.67% MO Tax $ _____

Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Carpet Requirement

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 107.00	$ 139.00	$
	6' x 2' draped table	$ 121.00	$ 157.50	$
	8' x 2' draped table	$ 149.50	$ 194.50	$
	4th side drape	$ 47.00	$ 61.00	$
	4' x 2' undraped table	$ 51.00	$ 66.50	$
	6' x 2' undraped table	$ 65.00	$ 84.50	$
	8' x 2' undraped table	$ 68.00	$ 88.50	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 138.00	$ 179.50	$
	6' x 2' draped table	$ 158.00	$ 205.50	$
	8' x 2' draped table	$ 178.00	$ 231.50	$
	4th side drape	$ 47.00	$ 61.00	$
	4' x 2' undraped table	$ 78.25	$ 101.75	$
	6' x 2' undraped table	$ 91.75	$ 119.25	$
	8' x 2' undraped table	$ 102.00	$ 132.75	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 53.00	$ 69.00	$
	6' x 12" draped riser	$ 71.00	$ 92.50	$

Accessories

Find more on Brede.com

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair—Grey	$ 55.00	$ 71.50	$
	Padded Arm Chair—Grey	$ 71.00	$ 92.50	$
	Swivel Chair—-Grey	$ 123.00	$ 160.00	
	Counter Stool with Back	$ 86.00	$ 112.00	$
	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 84.25	$ 109.50	$
	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 97.25	$ 126.50	$
	Waste basket	$ 22.75	$ 29.75	$
	Floor Easel	$ 47.00	$ 61.00	$
	Sign Stand 22" x 28"	$ 92.00	$ 119.50	$
	Bag Rack	$ 92.00	$ 119.50	$
	Waterfall Rack	$ 92.00	$ 119.50	$
	Literature Rack	$ 80.00	$ 104.00	$
	Garment Rack	$ 71.00	$ 91.25	$
	Tackboard 8'x4' (horizontal only)	$ 139.00	$ 180.75	$
	Perfboard 8' x 4' (horizontal only)	$ 139.00	$ 180.75	$
	3' high drapery (per ft)	$ 17.00	$ 22.25	$
	8' high drapery (per ft)	$ 20.75	$ 27.00	$

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.67% MO Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Tables & Accessories

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Plan A: 10' In-Line Option Includes:

• Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,417.00	$ 3,142.00	$ _____
_____	Color Hardwall Panels	$ 2,667.00	$ 3,467.00	$ _____
_____	Velcro Compatible Panels	$ 3,282.00	$ 4,266.50	$ _____

Plan B: 20' In-Line Option Includes:

• Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,381.00	$ 5,695.00	$ _____
_____	Color Hardwall Panels	$ 4,781.00	$ 6,215.00	$ _____
_____	Velcro Compatible Panels	$ 5,765.00	$ 7,494.50	$ _____

Color

Select Panel Color (Hardwall Color/Velcro Panels) ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Red ☐ Plum ☐ Grey ☐ Burgundy ☐ Forest Green

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 181.50	$ 236.00	$ _____
_____	Adjustable Shelves	$ 46.00	$ 60.00	$ _____
_____	Spot Lights (use w/ rental only)	$ 51.00	$ 66.50	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Need More Options?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor.

For custom possibilities, please contact Brede.

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- There is a $50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal $ _____

8.67% MO Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Brede Rental Exhibits

Brede EXPOSITION SERVICES

Brede Custom Exhibits

Inline

10x20

10x20

Island

20x20

15x30

Island

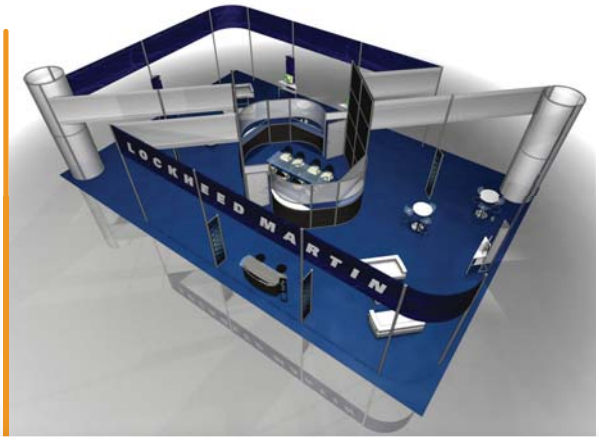
15x20

30x45

Brede EXPOSITION SERVICES

Brede Custom Exhibits

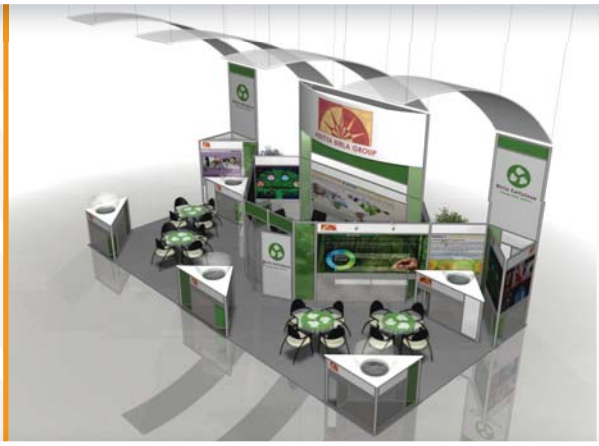
Custom



40x60

20x30

Custom



20x40

30x50

Custom

40x80

20x45

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: February 27, 2015

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at Association of Biomolecular Resource Facilities 2015:

_____

_____

Exhibit Requirements

☐ Reception Area	☐ Focal Point	☐ Literature Access	☐ Theater	☐ Interactive Monitors
☐ Seating	☐ Work Stations	☐ Hospitality	☐ Interactive Kiosks	
☐ Lead Retrieval	☐ Conference Area	☐ Live Presentation Stage	☐ Product Display	*(please describe product & requirements)*

Pantone Colors: _____ _____

Corporate Website : _____ _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? ☐ Yes ☐ No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Custom Rental Exhibits

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after March 20, 2015 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to March 27, 2015. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513

Material Handling Information

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: Association of Biomolecular Resource Facilities 2015

Brede Exposition Services
c/o YRC
400 Barton St.
St. Louis, MO 63104

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by March 20, 2015 to avoid late charges.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: Association of Biomolecular Resource Facilities 2015

c/o Brede Exposition Services
America's Convention Center
701 Convention Plaza
St. Louis, MO 63101

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than March 27, 2015 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	*Straight Time* both move-in & move-out on ST per 100 lbs	*OT One Way* move-in or move-out on OT per 100 lbs	*OT Two Ways* Both move-in and move-out on OT per 100 lbs
	200 lb minimum charge		
Advance to Warehouse: Crated	$72.00	$97.25	$122.50
Direct to Show site: Crated	$69.00	$93.25	$117.50
Advance to Warehouse: Special Handling	$90.00	$121.50	$153.00
Direct to Show site: Special Handling	$86.25	$116.50	$146.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	$103.50	$139.75	$176.00
Advance to Warehouse/Direct to Show site: Small Packages			$45.00 *each*

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after March 20, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$27.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$250.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Material Handling Rates

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Fire Regulations

Vehicles may only be displayed in accordance with local fire regulations.

- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

Delivery

Day _____ Date _____ Time _____ ☐ A.M. ☐ P.M.

Rate

# Vehicles		Round Trip Spotting Fee		Subtotal
_____	X	$250.00	=	$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Mobile Equipment

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $122.50 per CWT = $245.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $122.50 per CWT = $245.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $122.50 per CWT = $245.00

  TOTAL cost of three shipments arriving *separately*: $735.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $122.50 per CWT = $245.00

  TOTAL cost of one *consolidated* shipment: $245.00 *Savings of $490.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

400 Barton St.

St. Louis, MO 63104

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 20, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

400 Barton St.

St. Louis, MO 63104

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 20, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

America's Convention Center
701 Convention Plaza
St. Louis, MO 63101

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Exhibitor

Booth

Do not deliver prior to:

March 27, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

America's Convention Center
701 Convention Plaza
St. Louis, MO 63101

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Exhibitor

Booth

Do not deliver prior to:

March 27, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

YRC FREIGHT

Exhibit Services

Reliable trade show shipping services

The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) | Live Chat

YRC FREIGHT

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Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: March 13, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC ☐ Other Ground _____

Air

☐ YRC ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Bill of Lading & Labels Request

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Important Notes

Personnel of the union, Brede Exposition Services or its agents cannot lend material handling equipment or tools to exhibitors. It is understood that Brede Exposition Services is not an insurer. Insurance, if any, should be obtained by the exhibitor.

Material Handling

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full-time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Brede Exposition Services.

Members of the Teamster Union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material from their privately owned passenger vehicle within a 20-minute time frame without the use of mechanical devices. Exhibitors may, however use their own two wheeled handcarts.

Booth Labor

Members of the Decorator's Union claim jurisdiction over all set-up and dismantling of exhibits, including all signs hung from the display and building structure, and the laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your display if two full-time employees of the exhibiting company can accomplish this task in half an hour or less, without the use of power tools.

If your exhibit installation or dismantling is for a booth over 300 sq. ft., requires more than half an hour, and/or the use of power tools, you must use union personnel supplied by the Official Service Contractor, Brede Exposition Services.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Labor Guidelines: St. Louis

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs 30% of total labor bill.
- There is a $50.00 minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time	*Monday-Friday 8:00a.m.-4:30p.m.*	$82.00 *per person per hour*
Overtime	*Monday-Friday 4:30p.m.-8:00a.m. All day Saturday*	$118.00 *per person per hour*
Double Time	*All day Sunday and observed union holidays*	$155.00 *per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Labor

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour
Straight Time Monday-Friday 8:00a.m.-4:30p.m.	$150.00	$82.00
Overtime Monday-Friday 4:30p.m.-8:00a.m. All day Saturday	$220.00	$118.00
Double Time All day Sunday and observed union holidays	$290.00	$155.00

- One hour minimum per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

*Contact responsible for move-in:*_____ *Phone #:* _____

Estimate Costs

	Date Time	*Heaviest Piece* (lbs.)	*# of Forklifts* up to 5,000 lbs. (w/Operator)		*Est. Hrs.* per Forklift		*Rate* per hour		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Forklift

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

	Rate for Lift & Crew Per Hour
Straight Time — *Monday-Friday 8:00a.m.-4:30p.m.*	$390.00
Overtime — *Monday-Friday 4:30p.m.-8:00a.m. All day Saturday.*	$575.00
Double Time — *All day Sunday and observed union holidays*	$775.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a one hour minimum per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a one hour minimum charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight (lbs) _____

Height (ft) _____

Length (ft) _____

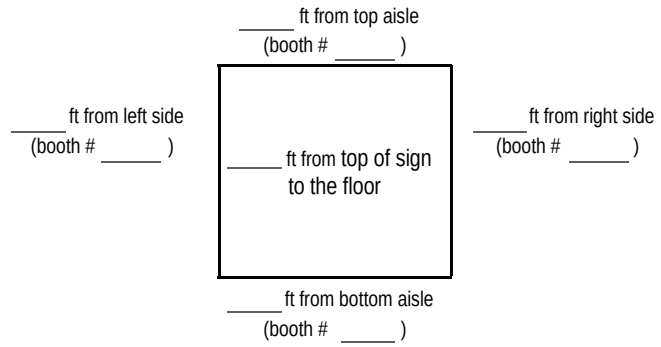
Type
- ☐ Fabric
- ☐ Metal
- ☐ Wood
- ☐ Truss

Shape
- ☐ Circle
- ☐ Square
- ☐ Triangle

Electrical
- ☐ Yes
- ☐ No

Chain Motor
- ☐ Yes
- ☐ No

Assembly Required
- ☐ Yes
- ☐ No


_____ ft from top aisle
(booth # _____)
_____ ft from left side
(booth # _____)
_____ ft from top of sign to the floor
_____ ft from right side
(booth # _____)
_____ ft from bottom aisle
(booth # _____)

Estimate Costs

	Date Time	Hanging Signs Rate		Est. Hrs.		Subtotal Cost		Brede Supervision (Subtotal X .30)		Estimated Cost
Installation	_____ _____	$	X		=		+	$	=	$
Dismantle	_____ _____	$	X		=		+	$	=	$

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Hanging Sign

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. These services must be ordered on-site.

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Storage Rates

- The rate for accessible storage is $140.00 per skid, plus access rates.

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.62	$0.81	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	4	X		X	$0.51	$0.66	$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Booth Cleaning

Brede EXPOSITION SERVICES

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 13, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 75.75	$ 98.50	$ _____
_____	14" X 22"	$ 87.25	$ 113.50	$ _____
_____	22" X 28"	$ 103.00	$ 134.00	$ _____
_____	28" X 44"	$ 169.00	$ 219.75	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard			Subtotal
	X		=		X	$18.50 *per sq. ft.*	$24.00 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one

☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.67% MO Tax $ _____

Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Graphics

Association of Biomolecular Resource Facilities 2015

America's Convention Center
St. Louis, MO
March 28-31, 2015

Brede EXPOSITION SERVICES

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

Fire Regulations

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

PSAV
PRESENTATION SERVICES

Submit electronically:kmacchi@psav.com

Fax to:(314) 588-8177

PSAV● America's Center 701 Convention Plaza Dr.
St. Louis, MO 63102 PH- 314-342-5074

Association of Bimolecular Resource Facilities 2015 Annual Meeting

EQUIPMENT	QTY.	COST FOR DURATION OF SHOW	TOTAL (Qty X Cost)
COMPUTER/VIDEO MONITORS			
20" LCD on Table Stand w/ (PC Input Only)		$120	
32" LCD on Rolling or Table Stand Stand		$299	
46" LED on Rolling or Table Stand		$499	
60" LED on Rolling or Table Stand		$699	
Please call for pricing regarding hanging/mounting LCD/LED screens.			
AUDIO EQUIPMENT			
Computer Speakers (Pair)		$75	
Small PA system with Wireless Microphone *Please Choose* …(Lavaliere / Handheld)		$295	
MISCELLANEOUS EQUIPMENT			
Laptop Computer		$295	
Wireless Mouse		$35	
DVD Player		$95	
Blu-Ray Player		$175	
		Subtotal	
		Delivery, Installation, Pre-Test, Removal & Pickup	$215.00
		Tax 8.491	
		Late Fee (for orders received one week prior to event start)	$125
		TOTAL	

NOTE:
This is only a partial listing. All pricing is for exhibit booths only. Please contact us for meeting room and other pricing. Additional equipment is available upon request.

EXHIBITOR INFORMATION (Please PRINT CLEARLY)

COMPANY NAME BOOTH # BOOTH NAME

CREDIT CARD NUMBER

ADDRESS (OF CREDIT CARD)

CITY, STATE, ZIP

CARD HOLDER'S NAME

DELIVERY DATE TIME

PHONE NUMBER

SIGNATURE

●Electrical power arrangements are the responsibility of the exhibitor.
●The customer agrees to pay in full for loss or theft of any equipment provided by PSAV ●Pre-payment must accompany all orders unless prior arrangements have been made.

PAYMENT INFORMATION

Check one

Visa		MasterCard	
AmEx		Discover	
Check Enclosed (Payable to PSAV)			

ON-SITE CONTACT

EMAIL ADDRESS

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/13/15

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		BTH #	

EVENT: **Association of Bimolecular Resource Facilities 2015 Annual Meeting**

FACILITY: **AMERICA'S CENTER**

DATES: **March 27-31, 2015** EVENT #: **035020SL**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
CLEANING	
FLORAL	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 03/13/15

E ☐ M ☐

EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		**BTH #**	

EVENT: **Association of Bimolecular Resource Facilities 2015 Annual Meeting**

FACILITY: **AMERICA'S CENTER**

DATES: **March 27-31, 2015** EVENT# **035020SL**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-042012

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			72.00	109.00	
1000 WATTS (10 AMPS)			103.00	156.00	
1500 WATTS (15 AMPS)			127.00	196.00	
2000 WATTS (20 AMPS)			156.00	235.00	
208 VOLT SINGLE PHASE					
20 AMPS			236.00	359.00	
30 AMPS			297.00	461.00	
60 AMPS			459.00	719.00	
100 AMPS			656.00	1029.00	
208 VOLT THREE PHASE					
20 AMPS			307.00	465.00	
30 AMPS			445.00	669.00	
60 AMPS			687.00	1029.00	
100 AMPS			1098.00	1648.00	
200 AMPS			1391.00	2044.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 3.00 = _____

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing lighting location.

ARM LIGHT			89.00	133.00	
150 WATT POLE LIGHT			89.00	133.00	
300 WATT POLE LIGHT			104.00	155.00	
1000 WATT QUARTZ			632.00	945.00	

Arm lights require hard wall for installation. Pole lights are installed at rear or side rail of inline booths, other locations require labor & material. Time and material will apply when lift is required to mount 1000 watt quartz light overhead.

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS		23.00	
POWER STRIPS		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		81.00	
OT (Mon-Fri, 4:30pm-8:30pm, Sat)		121.50	
DT (Mon-Fri, 8:30pm-6am, Sun & holidays)		162.00	

PLACE TOTAL HERE	
PRINT NAME:	BOOTH #:
AUTHORIZED SIGNATURE:	
EMAIL:	DATE:

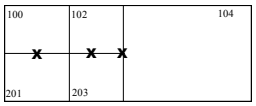
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

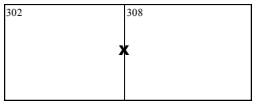
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

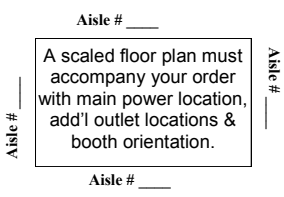
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



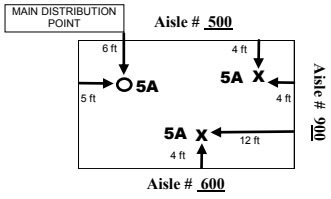
(IN-LINE BTHS) (PENINSULA)



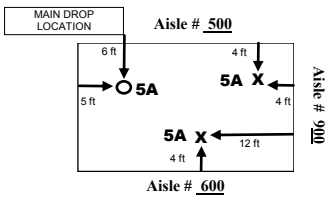
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

BOOTH CLEANING FORM

Advance Payment Deadline Date: 03/13/15 E ☐ M ☐

EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		BTH #	

EVENT: **Association of Bimolecular Resource Facilities 2015 Annual Meeting**

FACILITY: **AMERICA'S CENTER**

DATES: **March 27-31, 2015** EVENT# **035020SL**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING

Dates Requested

1st Day _____
2nd Day _____
3rd Day _____
4th Day _____

MOPPING SCHEDULING

Dates Requested

1st Day _____
2nd Day _____
3rd Day _____
4th Day _____

PORTER SERVICE SCHEDULING

Dates Requested

1st Day _____
2nd Day _____
3rd Day _____
4th Day _____

PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form CLE-042012SL

VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
	Vacuum Booth - 1 Day	.28	.34	
	Vacuum Booth - 2 Days	.52	.65	
	Vacuum Booth - 3 Days	.78	.97	
	Vacuum Booth - 4 Days	1.04	1.30	

SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.		Date Service Requested	Advance Price	Regular Price	TOTAL COST
	Shampoo Carpet - One Time Only	Date: _____	.36	.44	

MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
	Mop Booth - 1 Day	.36	.44	
	Mop Booth - 2 Days	.72	.90	
	Mop Booth - 3 Days	1.08	1.35	
	Mop Booth - 4 Days	1.44	1.80	

PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
	Up to 1500 square feet	44.00	55.00	
	1501 - 3000 square feet	66.00	83.00	
	3001 and over - call for a quote			

SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

PLACE TOTAL HERE	
COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

The "Method of Payment Form" must be completed and returned with this order form

TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer. This payment terms and conditions agreement shall be governed by an construed with the laws of the State of Missouri.

PLUMBING ORDER FORM

Advance Order Deadline Date: 03/13/15 E ☐ M ☐

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		BTH #	
EVENT:	**Association of Bimolecular Resource Facilities 2015 Annual Meeting**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 27-31, 2015**	EVENT#	**035020SL**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS
There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine, please order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise you *must order another outlet.*

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

		Advance	Regular	Total
COMPRESSED AIR: 90-100 LBS. Psi				
____	Air Outlet	457.00	685.50	
____	Additional Connections within 20' of Outlet	318.00	478.00	
____	CFM requirements (There is a 5 CFM min. charge per outlet)	7.00/cfm	10.50/cfm	

Remember to order CFM with air services. **Connection size see # 9 on back of form.**

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

____	Water Outlet	422.00	633.00	
____	Additional Connections within 20' of Outlet	318.00	478.00	

# of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

DRAIN LINES

____	Drain Outlet	422.00	633.00	
____	Additional Connections within 20' of Outlet	318.00	478.00	

Number of connections required: _____ Size of connection required: _____

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

____	1 – 50 Gallons	173.00	260.00	
____	51 – 200 Gallons	173.00	260.00	
____	201 – 400 Gallons	260.00	391.00	
____	Each additional 100 Gallons up to 1,000 Gallons	29.00	44.00	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

____	ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	81.00	
____	OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	162.00	
____	LIFT (Only required if outlets are dropped from overhead)	Call for Quote	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a quote)

	$	
	$	

TOTAL PAYMENT

COMPANY: BOOTH #:

AUTHORIZED SIGNATURE:

PRINT NAME: DATE:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 21 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges will apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 03/13/15

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		BTH #	
EVENT:	**Association of Bimolecular Resource Facilities 2015 Annual Meeting**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 27-31, 2015**	EVENT# 035020SL	

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

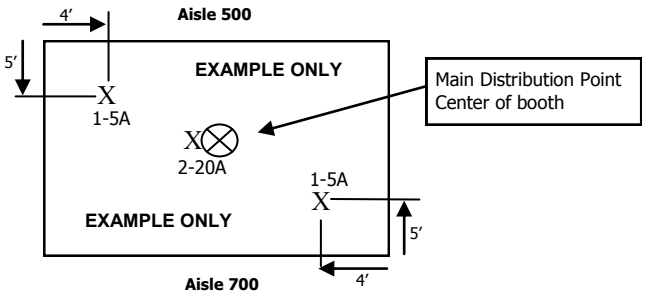
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   - A. Floor plans must include exact outlet locations with dimensions or be to scale
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 03/13/15

EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		**BTH #**	
EVENT:	**Association of Bimolecular Resource Facilities 2015 Annual Meeting**		
FACILITY:	**America's Center**		
DATES:	**March 27-31, 2015**	EVENT#	**035020SL**

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 81.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 162.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE COMPLETE CREDIT CARD INFORMATION ON THE FRONT OF THIS FORM OR THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 03/13/15

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5824
stlouis@edlen.com

COMPANY:		BTH #	
EVENT:	**Association of Bimolecular Resource Facilities 2015 Annual Meeting**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 27-31, 2015**	EVENT#	**035020SL**

Use the grid below to indicate the location of each utility outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

FLORAL ORDER FORM

Advance Payment Deadline Date: 03/13/15 E ☐ M ☐

EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		BTH #	

EVENT: **Association of Bimolecular Resource Facilities 2015 Annual Meeting**

FACILITY: **AMERICA'S CENTER**

DATES: **March 27-31, 2015** EVENT# **035020SL**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

ADVANCE PAYMENT PRICE

For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.

FLORAL DELIVERY

All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.

RENTAL RETURNS

Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.

STRING LIGHT RENTAL

If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.

CONTAINER UPGRADES

Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.

SALES TAX

The rental rate of all items on this form includes sales tax added at a rate of 8.50%.

FLORIST

All floral services will be delivered by Walter Knoll Florist.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form FLO-042012SL

GREEN PLANTS

(Please circle type of plant when ordering)		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy		40.15	54.20	
4' GREEN PLANTS	Circle one: Palm Tree Bushy		51.00	68.84	
5' GREEN PLANTS	Circle one: Palm Tree Bushy		61.85	83.49	
6' GREEN PLANTS	Circle one: Palm Tree Bushy		72.70	98.14	
7' GREEN PLANTS	Circle one: Palm Tree Bushy		83.55	112.79	
8' GREEN PLANTS	Circle one: Palm Tree Bushy		177.60	140.62	
10' GREEN PLANTS	Circle one: Palm Tree Bushy		136.71	184.56	
12' GREEN PLANTS	Circle one: Palm Tree Bushy		158.41	213.85	
15' GREEN PLANTS	Circle one: Palm Tree Bushy		212.66	287.10	
SMALL FERN / VINING			21.70	29.30	
LARGE FERN / VINING			32.55	43.94	
CASCADING 1' WIDE X 10" TALL			27.13	36.62	
UPRIGHT SMALL 18" WIDE X 1' TALL			27.13	36.62	

FLOWERING PLANTS (Select color when ordering)

FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)		31.47	47.74	
BROMELIAD (Red / Lavender / Orange / Pink)		37.98	51.27	
AXALEA (Red / Orange / White)		43.40	58.59	
KALANCHOE (Red / Orange / Yellow/Pink)		37.98	51.27	

FLORALS & MISCELLANIOUS

FRESH CUT ARRANGEMENT - SMALL		65.10	87.89	
FRESH CUT ARRANGEMENT - MEDIUM		92.23	124.50	
FRESH CUT ARRANGEMENT - LARGE		162.75	219.71	
BLOOMING BASKET - SMALL		65.10	87.89	
BLOOMING BASKET - MEDIUM		92.23	124.50	
BLOOMING BASKET - LARGE		162.75	219.71	
FLORAL BOUTONNIERE (Specify color pallet:_____)		13.02	17.58	
FLORAL CORSAGE (Specify color pallet:_____)		32.55	43.94	
MINI LIGHTS		16.28	20.25	
6" BUBBLE BOWL		32.55	43.94	
10" BUBBLE BOWL		54.25	73.24	
CONTAINERS	Select color: Gold/Silver/Black	27.13	00.00	

PLACE TOTAL HERE	
COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

The "Method of Payment Form" must be completed and returned with this order form

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: **14 Days Prior 1st Day Show Move-in**
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/order/tc.aspx?center=027

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Dedicated Wired Internet **Routers Allowed**	**Premium Wired Internet** **No wired or wireless routers**	**Basic Wired Internet** **No wired or wireless routers**
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for: • Web Casting • HD Streaming • Routers(wired or wireless)	**Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	**Recommended for**: • Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only – Private IP**

Important! All online orders will receive a 5% discount.

ORDER ON LINE: https://www.smartcitynetworks.com/Order/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	**QTY**	**Incentive**	**Base**	**On-Site**	**Total**
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,420	$11,304	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available Online	www.smartcitynetworks.com/Order/Ordering.aspx				
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic Long Distance Included					
a. Single Line – ☐ Instrument, ☐ Int'l LD (additional charges apply)		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

For Smart City Use Only: **Customer No: 2014 - 027 -**

Network Security Declaration

Center: America's Center (027) - MO **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2014 - 027 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

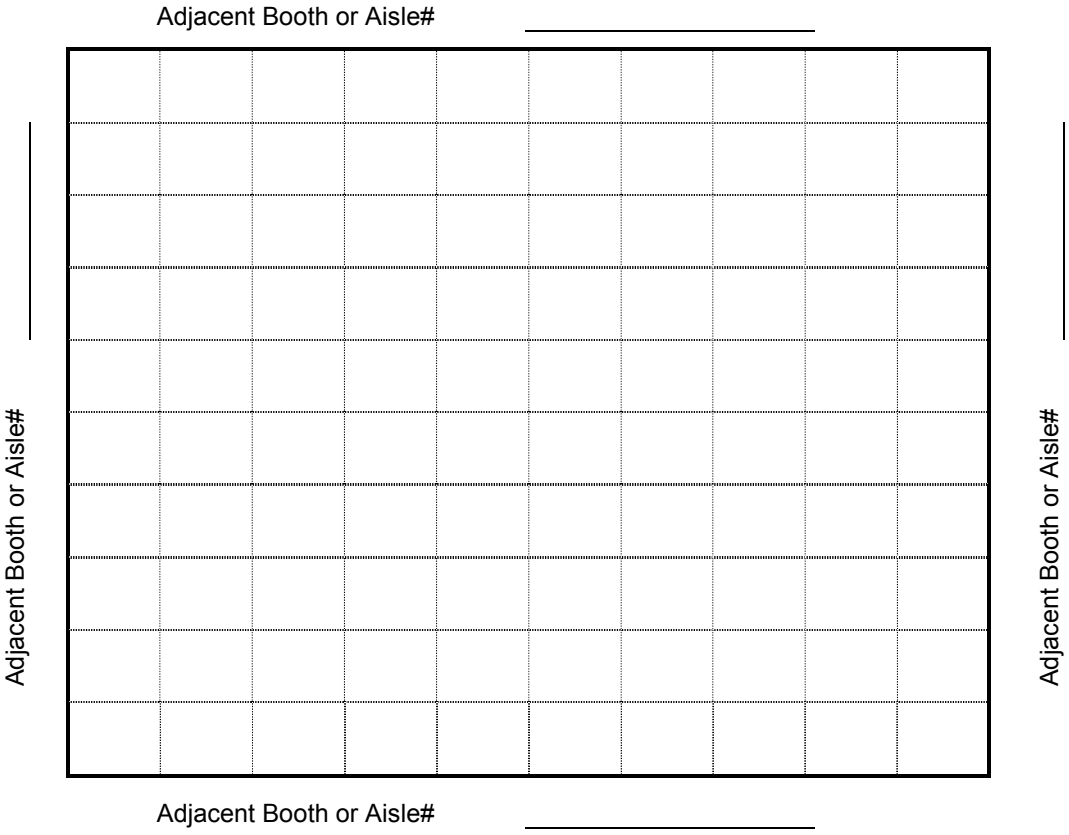
SmartCity

Floor Plan – Communications Cable

Center: America's Center (027) - MO
Show:
Company Name:
Booth / Room #:
Customer / Ref #: 2014 - 027 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

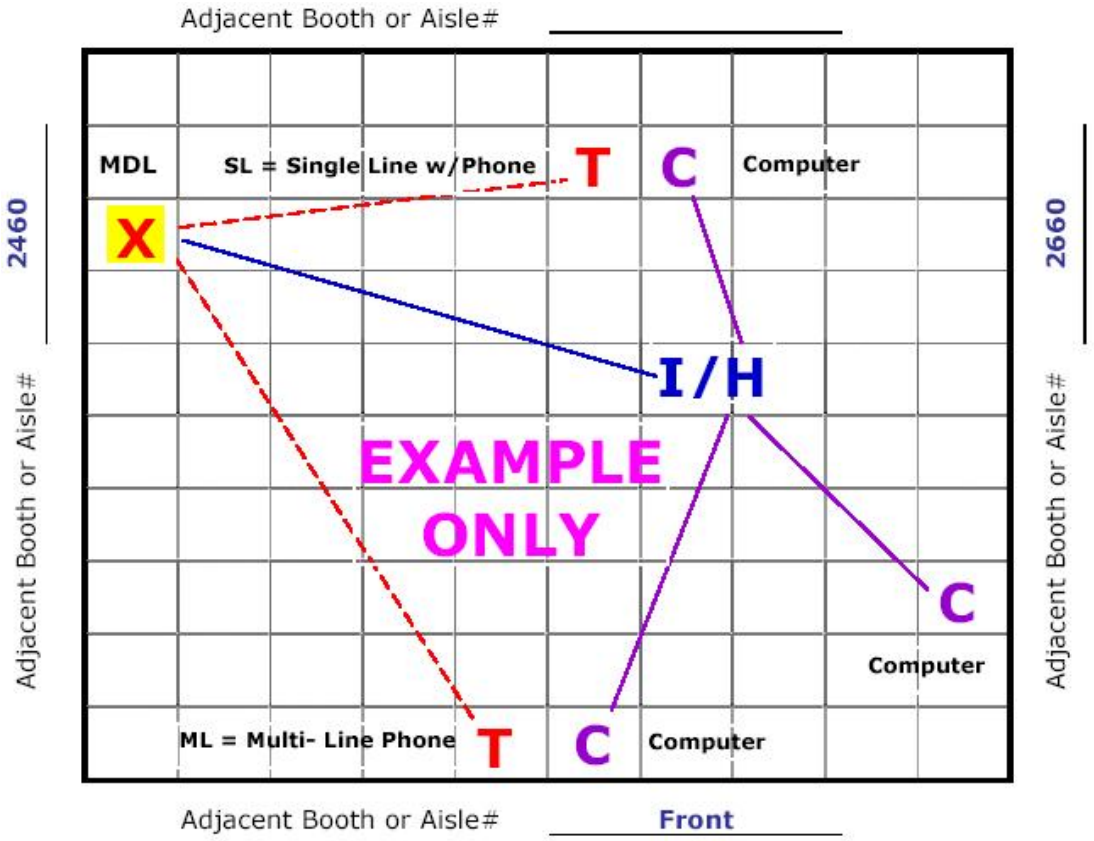
SmartCity

Floor Plan – Communications Cable

Center: America's Center (027) - MO
Show:
Company Name:
Booth / Room #:
Customer / Ref #: 2014 - 027 - XXX - XXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Contact

Levy Restaurants at the America's Center
701 Convention Plaza
St. Louis, MO 63101

Mary Kimbrough
314-342-5194
mkimbrough@levyrestaurants.com

Important Exhibitor Information

Please Take a Moment to Read Our Policies

1. All food and beverages must be ordered through Levy Restaurants, the exclusive caterer at the America's Center.

2. No food or beverages will be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting company without prior approval and written authorization by Levy Restaurants.

3. Orders submitted less than two (2) weeks in advance will be subject to a10% increase in pricing.

4. All food service ordered must be **paid in full** prior to any service commencing. We will accept Visa, Master Card or American Express.

5. Please allow a minimum of 45 minutes to one hour for all replenishment requests during the show.

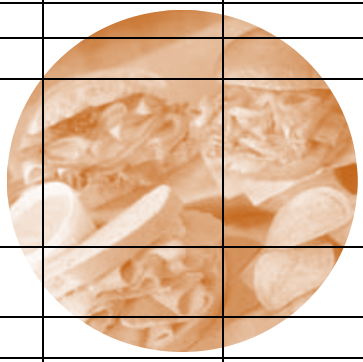
6. There will be a $25.00 delivery charge on all orders of less than $75.00.

7. The exhibitor is responsible for supplying any electricity required for food service equipment, trash removal from booth, as well as tables needed for food

Experience fine foods -- Booth Catering Services

NO FOOD/BEVERAGE FROM AN OUTSIDE SOURCE IS ALLOWED IN THE CONVENTION CENTER. ALL FOOD AND BEVERAGE IS SUPPLIED BY CONVENTION HOSPITALITY

ABRF				
Morning & All Day Beverages	**Price**	**Date**	**Time**	**Quantity**
Fresh Brewed Coffee/Reg or Decaf	40.00/Gallon			
Starbucks Verona Blend, regular & decaf	44.00/Gallon			
Hot Water with Tea Bag Assortment or Iced Tea	36.00/Gallon			
Assorted Soft Drinks	3.50/Each			
Bottled Water	3.50/Each			
5 Gallon Bottled Water with Dispenser	35.00/Each			
20 lb. Bag of Ice	12.50/Bag			
Wine-red, white, blush, sparkling	Market Price			
Domestic Beer	5.00/Each			
Imported Beer	5.50/Each			
Breads & Pastries	**Price**	**Date**	**Time**	**Quantity**
Muffins/Bagels/Filled Danish	40.00 Doz.			
Fudge Brownies	32.00/Doz.			
Fresh Baked Cookies	30.00/Doz.			
Dessert Bars	38.00/Doz.			
Assorted Sliced Melons & Berries-(to service 20 guests)	140.00			
Assortment of Whole Fruit	3.95/Each			
Reception Bites	**Price**	**Date**	**Time**	**Quantity**
Beef Wellington Bites – horseradish cream	4.00/pc			
Stuffed Mushrooms Fennel sausage and garlic bread crumbs Spinach and Parmesan Risotto Lumb Crab with Lemon Aioli	 3.50/pc 3.00/pc 4.50/pc			
Vegetable Crudite w/Dipping Sauce (to service 20 guests)	125.00			
Domestic & Imported Cheese w/Crackers with fruit garnish (to service 20 guests)	240.00			
Potato Chips/Pretzels/Corn Tortilla Chips	18.50/lb			
Dry or Honey Roasted Peanuts	24.00/lb			
Fancy Mixed Nuts	24.00/lb			
Sumptuous Satays Ginger chicken served with sweet chili sauce Sizzling short rib with Thai peanut sauce Coconut curry chicken with mago chutney (reorders are limited)	3.00/Piece			
Basil garlic shrimp with chili lime mint sauce (reorders are limited)	4.00/Piece			
St. Louis' Original-Toasted Ravioli with marinara sauce	3.00/Piece			
Garden Fresh Vegetable Basket Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, garlic hummus, fresh basil pesto and assorted crackers and breadsticks	7.95 per guest			
Contact your catering representative for additional options 314-342-5194				



America's Center Catering Order Form

(Please print clearly when completing the form below)

Deadline to Place Order: February 3, 2015

Show: **ABRF**

Company Name_____
(print legibly)

Contact _____

Contact on site_____

Cell #_____

Email_____

Address_____

_____

Company Phone_____

Fax_____

Credit Card Type

☐ Visa ☐ Amex ☐ MasterCard

Number_____

Exp. Date_____ 3 digit Code_____
(Amex has 4 numbers on front)

Name on Card_____

Mailing address if different than above.

_____

_____

Booth Number: _____

***Order Requirements**

Confirmation(s), a contract and credit authorization are sent back for client signature when this form is faxed back to the America's Center catering office.

***Payments & Deposits**

Our credit policy requires pre-payment in full for all exhibitor orders.

***Acceptable Forms of Payment-Credit Card Policy**

All clients must complete the credit authorization. All on-site orders and replenishments are paid with an American Express, Visa or MasterCard.

***Delivery Charges**

For all orders less than $75.00, a delivery fee of $25.00 is charged.

***Service Charge & Tax**

A 20% service charge, 8.679% sales tax and 1.5% tourism tax will be added to all food and beverage items, equipment rentals, labor fees and decoration orders. Missouri law states that the service charge is subject to sales tax.

***Service Assistance**

Bartenders, Staff Culinarian or Booth Attendant @ $100/four hour shift minimum.

***Booth Service Rental/Machine Services**

Please call for further information about Ice Cream Carts, Espresso, Cappuccino, Popcorn or Smoothies in your booth!

Our catering staff will be happy to assist you in preparing a customized proposal according to your specifications. Kindly call (314) 342-5194 or email mkimbrough@levyrestaurants.com for more information.

All Food and Beverage are subject to 20% Service Charge, 8.679% State Sales Tax and 1.5% Tourism Tax. Sales orders that do not meet $75.00 minimum are assessed a delivery charge of $25.00 per order. ***Table(s) or counter is to be provided by exhibitor in booth for service.***

All food and beverage is subject to 20% service charge and applicable Missouri sales tax.